

**CITY OF BERWYN, ILLINOIS  
POSITION DESCRIPTION**

**POSITION TITLE:** PUBLIC WORKS FOREMAN / CERTIFIED ARBORIST - FORESTRY

**DEPARTMENT:** PUBLIC WORKS

**ILLINOIS PUBLIC LABOR RELATIONS ACT:**

This position shall be non-exempt pursuant to the Act.

**FAIR LABOR STANDARDS ACT:**

This position shall be non-exempt pursuant to the Act.

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**PURPOSE OF POSITION**

The purpose of this position is for the Certified Arborist to perform and supervise the daily operations of Public Works employees and to review program, projects and equipment with the Director and contractors. The work is performed under the general supervision of the Public Works Director.

**ESSENTIAL FUNCTIONS**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Because it is in the best interests of the taxpayers to receive services at the lowest possible cost, other tasks as from time to time assigned shall be deemed to be included in this Position Description.

Supervises Public Works and seasonal employees, plans, coordinates, assigns and reviews work for combined employment purposes; maintains standards; and allocates personnel. Conducts and coordinates training for department or designated personnel.

Prioritizes, plans, schedules and assigns projects, equipment and personnel; sets work goals; inspects job sites and work completed and evaluates same; monitors projects; ensures compliance with goals, standards and plans. Reviews and ensures compliance with department and safety rules, regulations and requirements. Assigns or reassigns personnel as needed.

Plans and orders materials for future projects or changes in current work; assigns account numbers to tools and materials purchased. Maintains inventory of materials and supplies as needed. Maintains records on stock and equipment; deals with vendors.

Reviews budget needs for equipment and materials with Director. Coordinates projects with other departments, agencies, contractors, etc; oversees and monitors the work of contractors.

Prepares, completes and maintains a variety of reports, records, forms and correspondence; maintains records regarding manpower, equipment and materials; prepares and maintains schedules.

Responds to inquiries and complaints from residents and contractors; prepares service requests to resolve problems; responds to and calls out others to respond to emergencies.

Supervises, coordinates and assists with brush pick-up, tree trimming, snow and ice removal, etc.

Schedules and oversees the annual tree-planting and fertilization programs. . Provides substantial input for the City Forestry budget.

Maintains, schedules, oversees all contractual work performed on City-owned trees. Assists with the preparation of bid documents. Oversees and performs updates to the City tree inventory system. Makes recommendations regarding City trees based on this information.

Responds to questions and inquiries regarding trees from residents and the public. Inspects trees for disease, insects, storm damage or other problems. Addresses issues as needed.

Trains other department personnel in the operation of aerial truck, chipper, chain saw and other tree trimming equipment and related safety procedures.

Participates as a member of the Tree Committee and the Suburban Tree Consortium. Provides information on City projects, tree inventory, parkway tree program, tree disease, and other issues.

Installs banners and flags if needed. Assists in the coordination of special events.

Adheres to City-wide and departmental safety policies and procedures.

### **ADDITIONAL FUNCTIONS**

May be required to complete training and provide support and assistance in a crisis situation, as a member of the Emergency Management team for the City.

Performs other duties as assigned and required.

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent with five years of public works/supervisory experience or any equivalent combination of education, training and experience

which provides the requisite knowledge supervisory skills and abilities for this position. Position requires possession of a valid Illinois Class B Commercial Driver's License with Air Brake endorsements and an ISA Arborist Certification.

## **PERFORMANCE APTITUDES**

### **Data Utilization:**

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

### **Human Interaction:**

Requires the ability to lead, direct, persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a leader in the field and to supervise personnel.

Requires the ability to communicate orally and in writing with the other Public Works Foreman and all department personnel, other City departments, outside agencies and the public.

### **Verbal Aptitude:**

Requires the ability to utilize a wide variety of reference and descriptive data and information such as invoices, service requests, landscape plans, time sheets, tree maintenance reports, inspection reports, lists, identification manuals, maps, plans, regulations, blueprints, correspondence and general operating manuals.

### **Equipment, Machinery, Tools and Materials Utilization:**

Requires the ability to operate equipment and machinery such as tractors, backhoes, trucks, brush chippers, chainsaws, power and hand tools, a computer and other office machines requiring monitoring multiple conditions and making multiple, complex and rapid adjustments.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

### **Functional Reasoning:**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

### **Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

### **Physical Ability:**

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials up to 50 pounds; and may occasionally involve objects and materials up to 100 pounds with assistance.

### **Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.

### **Environmental Factors:**

Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature and noise extremes, vibrations, wetness or machinery may cause discomfort and where there is a risk of injury.

The City of Berwyn, Illinois is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

***Please send resumes to the attention of Robert Schiller at [pw-jobs@berwyn-il.gov](mailto:pw-jobs@berwyn-il.gov) with FOREMAN in the subject line.***